

DLA PRODUCT TESTING CENTER (DSCC-T)

MISSION:

Acts as the principle advisor and reports to the Commander, Defense Supply Center, Columbus in directing the accomplishment of mission responsibilities to provide testing and analytical service for the DLA enterprise. Manages five PTCs (DSCC-TC, DSCC-TE, DSCC-TM, and DSCC-TW) that perform professional scientific evaluations of products and related services; including product testing, technical support and training for customers in a timely manner. Responsible for achieving overall strategic planning effectiveness to include creating a market responsive organization, customer service strategies, defining market boundaries, fee-for-service pricing strategies to fulfill agency needs for laboratory services and ample resources to ensure product quality, customer satisfaction and meeting time commitments. Responsible to ensure performance can be measured through effective and efficient workload production to remain solvent, technical development to increase efficiency and customer satisfaction; measure the effectiveness of the overall mission to the concept of the business unit. Provides a strategic information program that permits decisions regarding performance measures and future plans for the organization, which leads to increased visibility, favorable outside ratings, increased clientele served and a favorable assessment of organizational performance.

FUNCTIONS:

1. Ensures implementation of DoD and DLA strategic policies, procedures, plans and programs regarding the functions of the DLA PTCs.
2. Performs systematic measurement of strengths and weaknesses through review and analyses of overall production control and cost data. Maintains statistics and prepares charts, briefings, and management information in support of the business unit decisions.
3. Formulates business unit value marketing strategies by defining market boundaries, developing customer service and quality standard strategies that lead to delivering services involving quality, customer satisfaction and meeting time commitments.
4. Develops and maintains pricing factors and systematically studies a large number of internal/external variables, in order to establish a fee-for-service concept and set prices that lead to increased market share, maintain a strong position in the marketplace and gain repeat business from our customers.
5. Monitors and coordinates the development of the operating budget, provides justification for ample resources to ensure delivery of products and services and determines equipment requirements in support of program growth and vitality.
6. Coordinates personnel actions, manpower improvement programs, develops performance standards, position descriptions and associate award and training programs.
7. Supports the DLA Quality Program which includes the Product Quality Deficiency Report (PDQR) preparation/resolution; Automated Best Value Model (ABVM), Total Quality Cost Model (TQCM), military specifications/qualifications, DoD Parts Control Program, Laboratory Information Management System (LIMS), and Government Industry Data Exchange Program (GIDEP) Alert System.

8. Monitors the product verification testing and engineering evaluation in support of DLAR 4105.20, Product Verification Program for Inventory Control Points; DLAM 4155.2, Quality Assurance Manual for Defense Supply Centers, DLA Action Plan for Continuously Improving the Quality of Spare Repair Parts; and other test and evaluation programs as required.
9. Coordinates and consolidates PTC responses to inquiries and reports involving test and evaluation actions including congressional inquiries; GAO; DoD Inspector General Reports; Hotline; and Fraud, Waste and Abuse; and management reviews.
10. Provides technical guidance and program management in career development for the PTC mission. Coordinates identification and development of courses/instructions to satisfy specialized and on-the-job training needs of technical personnel.
11. Takes necessary measures to assure the system of internal controls is conducted in accordance with standards established by the Federal Managers' Financial Integrity Act of 1982 (31 U.S.C. 3512(b)).
12. Provides annual statements assuring the basic objectives of the internal control system are being achieved and identifying material weaknesses where reasonable assurance cannot be made.
13. Takes necessary corrective action to maintain the integrity of the internal control system and accumulates data to support the annual statements by maintaining a follow-up tracking system on audits, inspections and internal reviews of the PTC.
14. Develops, in coordination with all PTCs, functional requirements/descriptions for systems changes necessary for standard and unique and microcomputer systems.
15. Reviews system change requests and operating procedures developed by DSDC, other PLFAs, HQ DLA, and other functional managers to determine impact on operations. Recommends changes as necessary.
16. Requests assistance from activity information processing center, Corporate Information Office (DSCC-B) as necessary to resolve problems.
17. Maintains statistics and financial information and an internal accounting system to develop an annual report, which evaluates and formally reports on the adequacy and effectiveness of internal accounting controls and procedures.
18. Coordinates PTC requirements pertaining to Military Interdepartmental Purchase Requests (MIPR) or Universal Service Order (USO) for acquisition of laboratory tests or support in accordance with the coordinated procurement program.
19. Administers and serves as the focal point for Interservice Support Agreements (ISA) to provide for quality of life requirements within the PTCs and support provided to or from other Governmental Agencies.
20. Maintains accountable property inventory and initiates action to repair/replace equipment as required.
21. Monitors and controls Freedom of Information Act (FOIA) requests and the withholding of unclassified technical data from public disclosure (DoDD 5230.25).
22. Ensures internal security and contingency programs are in place.
23. Coordinates requirements for administrative space, office moves, administrative supplies and telecommunications.

24. Develops and ensures laboratory systems meet International Standards in accordance with ISO 9001 (2000).
25. Represents DLA with National/International laboratory accreditation societies, institutes and organizations.
26. Ensures each PTC has a safety program. Conducts audits and monitors the effectiveness of the safety program within each PTC.

PRODUCT TESTING ANALYTICAL UNIT (DSCC-TC)

MISSION:

Acts as the principal advisor to DSCC-T on the development and application of test and evaluation policies, programs, procedures and plans. Is responsible for the development and maintenance of the TC PTC facilities. Performs product verification testing and engineering evaluation in support of DLAR 4105.20, Product Verification Program (PVP); DLAM 4155.2, Quality Assurance Program Manual for Defense Supply Centers, DLA Action Plan for Continuously Improving the Quality of Spare and Repair Parts, DLAR 8200.12.

ANALYTICAL TESTING TEAM (DSCC-TCA)

FUNCTIONS:

1. Administers file maintenance and disposition program.
2. Establishes and maintains liaison with specification preparing activities on matters pertaining to test development and techniques.
3. Coordinates and prepares comments and recommendations pertaining to testing for new or revised specifications.
4. Evaluates value engineering proposals related to testing.
5. Performs a variety of physical and chemical tests; notes characteristics not conforming to specification requirements, and reports conclusions.
6. Provides technical services and testing advice to ICP and other DLA Supply Centers, depots, DCMA, and other Military Services.
7. Maintains specification history files and reviews testing provisions of new and revised specifications.
8. Reports deficiencies in test procedures and recommends correction.
9. Performs trial runs of newly developed test methods and recommends refinements.
10. Trains contractor personnel, upon request, in techniques necessary to assure accuracy of test results. DPSCM 5810.1
11. Discusses test failures with contractors/customers, demonstrating techniques used to obtain conclusions.
12. Researches technical literature to select test methods when one is not prescribed; coordinates with the SPA on its use when applicable.
13. Determines supplies and equipment necessary in support of testing and submits necessary requests to Equipment Services Section.

14. Conducts inter and intra laboratory correlation studies.
15. Establishes timeframes required to accomplish fee-for-service testing.
16. Monitors fee-for-service testing and coordinates with Equipment Services Section.
17. Samples hazardous waste in sensitive (non-routine) and spill response situations.
18. Determines supplies and equipment necessary in support of testing and submits necessary requests to Equipment Services Section.
19. Coordinates external testing of projects at military or commercial labs when internal capability does not exist. Manages the external lab test budget for contracting out testing.
20. Conducts quality control programs to ensure the accuracy of tests and evaluations performed.
21. Develops, implements and monitors the PTC facility safety program.

EQUIPMENT SERVICES TEAM (DSCC-TCB)

FUNCTIONS:

1. Develops and performs effective equipment calibration and preventive maintenance on equipment.
2. Assures continuous service by repair, replacement or modification of equipment.
3. Develops equipment needs and advises on budgetary requirements.
4. Designs and constructs noncommercial type equipment.
5. Trains personnel in the operation of test equipment.
6. Receives samples and assigns log numbers utilizing controlled Form 344. Stores residue and takes final disposition.
7. Accounts for all MISSION and station property.
8. Performs electronic and limited mechanical testing.
9. Coordinates with Publics Works Center on all matters pertaining to utilities and installed equipment.
10. Prepares purchase descriptions for equipment (i.e. test gauges and instruments) to be procured, recommends source, prepares justification for purchase and evaluates bids for technical sufficiency.
11. Reviews industrial developments of test equipment, assuring equipment keeps pace with industrial improvements.
12. Maintains reference library of required publications, processes requests and distributes publications and blank forms.
13. Coordinates with Environmental/Safety and Health Office on all matters pertaining to safety.
14. Receives, reviews, and distributes correspondence from GIDEP.
15. Monitors revenue generated and collected through fee-for-service testing.
16. Coordinates requirements for MIPRs or USOs for acquisition of laboratory tests or support in accordance with the coordinated procurement program through DSCC-T.

INSTRUMENTATION TEAM (DSCC-TCC)

FUNCTIONS:

1. Administers file maintenance and disposition program.
2. Establishes and maintains liaison with specification preparing activities on matters pertaining to test development and techniques.
3. Coordinates and prepares comments and recommendations pertaining to testing for new or revised specifications.
4. Evaluates value engineering proposals related to testing.
5. Performs a variety of physical and chemical tests; notes characteristics not conforming to specification requirements, and reports conclusions.
6. Provides technical services and testing advice to ICP and other DLA Supply Centers, depots, DCMA, and other Military Services.
7. Maintains specification history files and reviews testing provisions of new and revised specifications.
8. Reports deficiencies in test procedures and recommends correction.
9. Performs trial runs of newly developed test methods and recommends refinements.
10. Trains contractor personnel, upon request, in techniques necessary to assure accuracy of test results. DPSCM 5810.1
11. Discusses test failures with contractors/customers, demonstrating techniques used to obtain conclusions.
12. Researches technical literature to select test methods when one is not prescribed; coordinates with the SPA on its use when applicable.
13. Determines supplies and equipment necessary in support of testing and submits necessary requests to Equipment Services Section.
14. Conducts inter and intra laboratory correlation studies.
15. Establishes timeframes required to accomplish fee-for-service testing.
16. Monitors fee-for-service testing and coordinates with Equipment Services Section.
17. Samples hazardous waste in sensitive (non-routine) and spill response situations.
18. Determines supplies and equipment necessary in support of testing and submits necessary requests to Equipment Services Section.
19. Coordinates external testing of projects at military or commercial labs when internal capability does not exist. Manages the external lab test budget for contracting out testing.
20. Conducts quality control programs to ensure the accuracy of tests and evaluations performed.
21. Develops, implements and monitors the PTC facility safety program.
22. Provides fee-for-service testing to customers (DLA Supply Centers, depots, DCMA, and other Military customers), as requested.
23. Performs environmental waste testing in accordance with Environmental Protection Agency (EPA) and Resource Conservation and Recovery Act (RCRA) test methods for Center and other activities, as requested.
24. Conducts and maintains calibration on state-of-the-art instrumentation.

PRODUCT TESTING ELECTRONIC UNIT (DSCC-TE)

MISSION:

Acts as principal advisor to DSCC-T on development and application of test and evaluation policies, programs, procedures and plans. Is responsible for all testing policy implementation and control for DSCC Product Test and Evaluation Programs, whether carried out in the facility, other military testing facilities, or at commercial testing labs. Is responsible for development and maintenance of the DSCC-TE Product Testing Center facilities. Performs product verification testing and engineering evaluation in support of DLAR 4105.20, Product Verification Program for Inventory Control Points, DLAM 4155.2, Quality Assurance Program Manual for Defense Supply Centers, DLA Action Plan for Continuously Improving the Quality of Spare and Repair Parts, and other test and evaluation programs.

ACTIVE DEVICES TEST TEAM (DSCC-TEA)

FUNCTIONS:

1. Performs test and analysis of materiel and related stock in order to report results in the form of a text report and/or appropriate forms.
2. Collaborates with value engineering of the ICP and military departments in obtaining solutions to quality and reliability problems.
3. Performs testing prior to acceptance of materiel by DCMA quality assurance representatives and new receipts of electronic components as directed by DSCC-T. Verifies form, fit, function, operating characteristics, quality and reliability of supplied products comply with contractual requirements.
4. Notifies the appropriate ICP engineering (for military specification items), logistics, technical operations, contracting, inventory management and quality assurance elements of all failures found during testing of contract items, in accordance with procurement requirements.
5. Supports corrective actions on manufacturers supplying unacceptable products under contract from the manufacturer or a distributor. Includes performing site visits when required to resolve testing problems at contractor facilities
6. Ensures conformance to manufacturers' qualified designs for QLP products and consistency with identified manufacturers' practices for commercial and Original Equipment Manufacturer (OEM) specified items.
7. Makes available to the appropriate ICP Quality Assurance Specialist or project engineer samples of failed lots to ensure manufacturer's corrective action in accordance with DoD 4120.3-M, when needed.
8. Prepares reports, from analysis of data, on the quality level of products passing through the test program.
9. Identifies and reports suspected cases of counterfeiting or fraud to the proper legal and investigative authority. Performs further testing and provides product evaluation and expert opinion /recommendations as required to support criminal investigations and legal actions

involving suspected criminal investigations and legal actions involving suspected and fraudulent materiel.

10. Performs product verification testing and engineering evaluation as required in support of the DLA/DSCC quality program which includes, but is not limited to, Product Quality Deficiency Report (PQDR) preparation/resolution, Quality Vendor Program (QVP), ABVM, PVP, military specifications, DoD Parts Control Program and GIDEP Alert System. Coordinates testing requirements and problems of standard test methods or procedures with preparing activity or agent. Notifies DSCC-T of problems identified and resolutions.
11. When cost effective, performs screening, rework and/or modification of Diminishing Manufacturing Source Materiel Shortage (DMSMS) items, value engineering items, and back ordered items which are required to meet urgent customer supply requirements.
12. Performs test and engineering evaluation of customer returns when requested by the inventory manager.
13. Performs testing and evaluation on PQDR materiel in order to identify causes of failure. When requested, will recommend design/material improvements in support of the contractor corrective action process.
14. Maintains testing facility and equipment in proper condition, and as requested, augments equipment as required to perform the test and evaluation functions required. Initiates and maintains appropriate calibration system and obtains accreditation for the PTC.
15. Provides facilities and training for ICP engineers and technicians to develop, maintain and improve their expertise in electronic testing and engineering analysis.
16. Informs the appropriate engineering, technical operations, contracting, and inventory management elements of the results of all items subjected to testing in the test facility.
17. Performs characterization of electronic products to provide adequate technical documentation packages for procurement when requested.
18. Conducts quality control programs to ensure the accuracy of tests and evaluations performed. The quality control function includes:
 - a. Analyzing and evaluating specifications, drawings, engineering change notices, technical manuals, application notices and directives relating to testing in order to ensure quality of test performance based on availability, capability, accuracy of test equipment and initiating action to correct technical data deficiencies.
 - b. Performing checks on completed products and observing tests in progress to ensure adherence to specifications, standards and procedures. Analyzing final test reports on a random basis for clarity, completeness and accuracy. Monitoring bench test setups and utilization of automated equipment fixtures during in-process testing to ensure test setup, equipment interface and overall accuracy of the equipment is adequate to determine product compliance with contractually specified requirements.
 - c. Performing referee functions to resolve disputes between device vendors and/or manufacturers and the ICP regarding test results. Correlating test methods, equipment utilized, specification requirements, and test results.

- d. Monitoring OJT and training records to ensure compliance with established procedures.
 - e. Reporting all errors in testing and unauthorized deviations from established procedures to the appropriate supervision and initiating action to correct deficiencies and discrepancies in accordance with standing operating procedures.
17. Conducts the production control activities and monitors production counts, workflow and timeliness of product output. The production control function includes:
- a. Performing shipping and receiving functions for materiel undergoing test. This function includes unpacking, repackaging and storage of electronic devices undergoing testing.
 - b. Monitoring production, workflow, and timeliness of the test facility product; preparing and submitting reports on production and timeliness reports for approval and distribution to DSCC-T.
 - c. Planning, developing, formatting, implementing, and maintaining the departmental computer system programs and procedures.
 - d. When requested performs statistical analysis on tested components to highlight vendor and manufacturer performance. Results may be used as a basis for adverse qualifications, administrative or legal action against vendors and manufacturers.
19. Develops, implements, and monitors the facility safety program.
20. Plans, develops, establishes, and monitors a bench stock of component parts and materiel to support the overall operations.
21. Serves as consultant for other organizations to ensure electronic device testing is performed on a sound physical, chemical and environmental basis; that test data is properly interpreted; and information derived from such testing is properly utilized in future testing.
22. Performs DPA and failure analysis evaluations as required in support of the military specification, military standards, qualifications, MPCAG and GIDEP Alert System. Physically characterizes device samples when requested.
23. Supports receiving inspection failure determinations and engineering corrective actions of manufacturers supplying unacceptable products.

PASSIVE AND ELECTRO-MECHANICAL TEST TEAM (DSCC-TEB)

FUNCTIONS: Same as DSCC-TEA plus the following:

- 1. Performs failure analysis of electronic devices submitted under the receiving inspection test program as appropriate. Determines failure modes of such devices and relates failure cause to device design, fabrication, processing and/or application and test environments.

2. Performs construction analysis and identification of unauthorized design changes of suspected cases of counterfeiting (or fraud). Performs further evaluation and provides expert opinions and recommendations as required to support criminal investigations and legal actions involving suspect fraudulent materiel.
3. Performs environmental testing and screening including dynamic environmental testing and screening, including dynamic environmental stress as required to support the test program.
4. Maintains DPA facility and equipment in proper condition and augments equipment as required to maintain the capabilities required.
5. Maintains unit accountable property inventory and initiating action to repair test equipment as required.
6. Monitors the test equipment calibration program to ensure compliance with calibration requirements; developing, implementing and periodically reviewing cross service calibration agreements; developing and implementing calibration intervals and procedures on equipment requiring in-house calibration.

PRODUCT TESTING MECHANICAL CENTRAL UNIT (DSCC-TM)

PRODUCT TESTING MECHANICAL WEST UNIT (DSCC-TW)

MISSION:

Acts as a principal advisor to DSCC-T on the development and application of test and evaluation policies, programs, procedures and plans. Responsible for all testing policy implementation and control for test and evaluation programs, whether carried out in the PTC, other military testing facilities, or at commercial testing labs. Is responsible for the development and maintenance of the PTC facilities. Performs product verification testing and engineering evaluation in support of DLAR 4105.20, Product Verification Program for Inventory Control Points, DLAM 4155.2, Quality Assurance Program Manual for Defense Supply Centers, DLA Action Plan for Continuously Improving the Quality of Spare and Repair Parts and other test and evaluation programs as required.

FUNCTIONS:

1. Maintains the capability to perform dimensional testing, dimensional analysis; materiel analysis; contractor conformance, testing of components, subsystems or systems for product performance improvements and/or reliability maintainability improvement, prototypes; design analysis and modeling (e.g., finite element analysis); failure analysis; reverse engineering and detail data packages.
2. Provide review of specifications and/or drawings from which reverse engineering and prototypes are generated.
3. Acts as focal point for resolving technical/engineering issues, as requested, regarding drawing reviews; design analysis and specific technical questions regarding engineering topics and/or manufacturing issues.

4. Coordinates funding availability through DSCC-T to support existing and projected calibration/maintenance support requirements.
5. Prepares test plans to permit appropriate testing and evaluation of products in the ICP supply system.
6. Performs test and analysis of unsatisfactory materiel and related stock in order to report results in the form of a text report (and/or appropriate forms) with recommendations for disposition.
7. Collaborates with value engineering of the ICP and military departments in obtaining solutions to quality and reliability problems.
8. Performs inspections on incoming projects. Verifies form, fit, function, quality, and reliability of supplied projects comply with test plan/contract requirements.
9. Coordinates requirements for MIPRs or USOs for acquisition of laboratory tests or support in accordance with the coordinated procurement program through DSCC-T.
10. Supports engineering corrective actions on manufacturers supplying unacceptable products under contract from the manufacturer or a distributor.
 - a. Ensures conformance to manufacturer's practices for Commercial and OEM.
 - b. Makes available to the appropriate project engineer samples of failed lots to ensure manufacturer's corrective action in accordance with DoD 4120.3-M.
11. Performs product testing verification and engineering evaluation as required in support of the military specifications, qualifications, DoD Parts Control Program, GIDEP Alert System and PVP coordinating testing requirements and problems of standard test methods or procedures with preparing activity.
12. Notifies DSCC-T of problems identified and resolution. Maintains testing facility and equipment in proper condition and augments equipment, as required, to maintain the test and evaluation capabilities. Initiates and maintains appropriate calibration system and obtains accreditation for the PTC.
13. Provides facilities for ICP engineers and technicians to develop, maintain, and improve their expertise in testing and engineering analysis.
14. Develops a database to maintain production control activities and monitors production counts, workflow, and timeliness of product output. The production control function includes:
 - a. Coordinating of shipping and receiving functions for materiel undergoing test; unpacking and coordinating items as required.
 - b. Monitoring production, workflow, and timeliness of the PTC product. Preparing and submitting reports on production and timeliness for approval.
15. Performs constructive analysis and identifies unauthorized design changes of suspected cases of counterfeiting (or fraud). Provides expert opinions and recommendations, as required, to support criminal investigations and legal actions involving suspected fraudulent materiel.

16. Acts as consultant for other organizations to ensure the testing is performed on a sound physical, chemical, environmental basis; that test data are properly interpreted; and information derived from such testing is properly utilized in future testing.
17. Conducts quality control programs to ensure the accuracy of tests and evaluations performed.
18. Develops, implements and monitors the PTC facility safety program.